

Superfund Program Implementation Manual FY 04/05

Managers' Schedule of Significant Events

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MANAGERS' SCHEDULE OF SIGNIFICANT EVENTS

CERCLIS/WasteLAN is the official repository for Superfund data. Data are expected to be kept complete, current, and consistent in order to be readily available for routine, unexpected, and immediate needs.

FY 04

OCTOBER 2003 QUARTER 1 (FY 04)

- 2¹ The AAs and OC approve the first and second quarter AOA

- 7 HQ pulls national environment indicators (EI) data from WasteLAN

- 7 HQ pulls 4th quarter FY 03 accomplishment data from WasteLAN and provides for:
 - 1) Special program reports and
 - 2) Initial FY 03 end-of-year Program Assessment

- 7 HQ pulls 4th quarter FY 03 accomplishment data from WasteLAN for review of end of year accomplishments and inclusion in Annual Performance Report.

- 7 HQ pulls WasteLAN data to assist in preparation for FY 04 work planning.

- Mid HQ/Regions begin work planning sessions on the final FY04 GPRA Annual Performance Goals and Program Targets/Measures and budget.

NOVEMBER 2003

- TBD SF National Policy Managers Meeting

- TBD AA/RA Priorities Meeting for FY 05

- 4-6 Superfund Focus Forum (SFF) - San Antonio, TX

- 15 Regions submit draft deobligation plans to OERR and OSRE

- Late OMB passback of FY 05 budget request

DECEMBER 2003

- Late HQ appeal of the OMB FY 05 budget passback
- Nov/
- Early
- Dec

¹Dependent on approval of final appropriations.

JANUARY 2004 QUARTER 2 (FY 04)

- 8 SCAP Pull for First Quarter FY 04 accomplishments - 5th working day of the month
- Mid Headquarters sends memorandum to regions on final budgets, GPRA annual performance goals, and program targets/measures.
- Mid Regions revise WasteLAN to reflect final negotiated budget and GPRA performance goals and targets/measures.

FEBRUARY 2004

- Early HQ submits FY 05 Annual Performance Plan (budget request) to the President
- 20 HQ distributes FY 03 EI analysis to HQ/Regional managers

MARCH 2004

- 5 HQ pulls data from WasteLAN for 3rd quarter AOA for FY 04
- 22 HQ submits 3rd quarter AOA request to the AA/SWER and places it in WasteLAN
- 29 Regions input AOA into IFMS
- TBD Headquarters publishes Annual Performance Report for FY 03

APRIL 2004 QUARTER 3 (FY 04)

- 5 The AAs and OC approve the 3rd quarter AOA
- 7 HQ pulls accomplishment data from WasteLAN and provides for:
1) Special program reports; and
2) Mid-Year Work Planning evaluation
- 7 HQ pulls national environmental indicators (EI) data from CERCLIS
- 16 NPMs issue **National Program Guidance** for FY 05-06

MAY 2004

- 7 HQ analysis of Regional pipeline (upcoming year and one year out) and historical performance trends
- 14 HQ program offices characterize and submit their FY 05 program initiatives to the Regional Administrator.

MAY 2004 (cont'd)

28 HQ program offices meet with the Administrator to review FY 05 program goals

28 HQ sends memorandum to Regions on proposed budgets and GPRA annual performance goals and program targets/measures

Late Annual Goal Team Meetings with Deputy Administrator on FY 04 progress and FY 06 priorities

Late Superfund Focus Forum (technical)

JUNE 2004

3-25 Regions generate their plans for FY 05 and FY 06 by ensuring updated schedules and financial information in WasteLAN

7 HQ pulls financial data for analysis of Regional obligation/commitment rates

7 HQ presents FY 05 Superfund goals and priorities and FY 06 investments to the Administrator and Regional Administrators

11 Administrator and OC provide HQ program offices and Regions with policy for FY 06 budget formulation

21 HQ submits 4th quarter AOA request to the AAs and places it in WasteLAN

28 Regions input AOA to IFMS

JULY 2004 QUARTER 4 (FY 04)

2 The AAs and OC approve the 4th quarter AOA

8 HQ pulls planning information from WasteLAN:
1) for fourth quarter AOA; and
2) to support FY 05 and FY 06 budget request
3) to prepare for FY 05 Workplanning

8 HQ pulls 3rd quarter accomplishment information from WasteLAN.

8 Enforcement provides:
1) Special program reports; and
2) 3rd quarter performance evaluations

Early HQ offices submit proposed FY 06 budgets

JULY 2004 (cont'd)

12-16 HQ program offices and lead Regions make presentation to Administrative/Deputy Administrator on FY 06 program priorities [FY 04 Budget Forum]

Mid HQ/Regions begin work planning sessions on the final FY 05 GPRA annual performance goals and program targets/measures and budget

19-23 Regional conference call on HQ analyses

Late Administrator passback of FY 06 budget request

AUGUST 2004

3 Draft GPRA commitments due to OCFO

Mid HQ develops FY 06 budget for submission to the Office of Management and Budget (OMB)

6 HQ pulls WasteLAN data to assist in preparation of the FY 06

Late HQ develops strategy for presenting the FY 06 budget to OMB

TBD Final revisions to FY 06 APGs and APMs due to OCFO

SEPTEMBER 2004

1 Final GPRA commitments due to OCFO

Early HQ submits FY 06 budget to OMB

8 HQ pulls data from WasteLAN for first quarter FY 05 AOA

Mid HQ performs final FY 05 Full Time Equivalent (FTE) distribution

20 HQ submits FY 05 first quarter AOA request to the AAs and places it in WasteLAN

27¹ Regions input AOA to IFMS

¹ Dependent on approval of final appropriations.

FY 05**OCTOBER 2004 QUARTER 1 (FY 05)**

- 4¹ The AAs and OC approve the first and second quarter AOA
- 7 HQ pulls national Environment Indicators (EI) data from WasteLAN
- 7 HQ pulls 4th quarter FY04 accomplishment data from WasteLAN and provides for:
1) Special program reports; and
2) Initial FY 04 end-of-year Program Assessment
- 7, 15 HQ pulls 4th quarter FY04 accomplishment data from WasteLAN for review of end of year accomplishments and inclusion in Annual Performance Report
- 7 HQ pulls WasteLAN data to assist in preparation of the FY 05 work planning.
- Mid HQ sends memorandum to regions on final budgets, GPRA annual performance goals and program targets/measures
- Mid Regions revise WasteLAN to reflect final negotiated budget and GPRA performance goals and targets/measures
- 26-28 Superfund Focus Forum (SFF)

NOVEMBER 2004

- TBD SF National Policy Managers Meeting
- 15 Regions submit draft FY 05 deobligation plans to OERR and OSRE
- Late OMB passback of FY 06 budget request
- TBD AA/RA Priorities Meeting for FY 04

DECEMBER 2004

- Late HQ appeal of the OMB FY 06 budget passback
- Nov/
- Early
- Dec

¹Dependent on approval of final appropriations.

JANUARY 2005 QUARTER 2 (FY 05)

- 7 SCAP Pull for First Quarter FY 05 Accomplishments - 5th working day of the month

FEBRUARY 2005

- Early HQ submits FY 06 Annual Performance Plan (budget request) to the President

- 22 HQ distributes FY 04 EI analysis to HQ/Regional managers

MARCH 2005

- 7 HQ pulls data from WasteLAN for 3rd quarter AOA for FY 05

- 21 HQ submits 3rd quarter AOA request to the AA/SWER and places it in WasteLAN

- 28 Regions input AOA into IFMS

- TBD Headquarters publishes Annual Performance Report for FY 04

APRIL 2005 QUARTER 3 (FY 05)

- 7 The AAs and OC approve the 3rd quarter AOA

- 7 HQ pulls accomplishment data from WasteLAN and provides for:
1) Special program reports; and
2) Mid-Year Work Planning evaluation

- 7 HQ pulls national Environmental Indicators (EI) data from CERCLIS

- TBD NPMs issue consolidated guidance for FY 06-07

MAY 2005

- 6 HQ analysis of Regional pipeline (upcoming year and one year out) and historical performance trends
- 16 HQ program offices characterize and submit their FY04 program initiatives to the Regional Administrator
- 27 HQ sends memorandum to Regions on proposed budgets and GPRA annual performance goals and program targets/measures
- 31 HQ program offices meet with the Administrator to review FY 06 program goals
- Late Annual Goal Team Meetings with Deputy Administrator on FY 05 progress and FY 07 priorities
- Late Superfund Focus Forum (technical)

JUNE 2005

- 3-27 Regions generate their plans for FY 06 and FY 07 by ensuring updated schedules and financial information in WasteLAN
- 7 HQ pulls planning information from WasteLAN:
 - 1) for fourth quarter AOA; and
 - 2) to support FY 06 and FY 07 budget request
- 7 HQ pulls financial data for analysis of Regional obligation/commitment rates
- 7 HQ presents FY 06 Superfund goals and priorities and FY 07 investments to the Administrator and Regional Administrators
- 13 Administrators and OC provide HQ program offices and Regions with policy for FY 07 budget formulation
- 20 HQ submits 4th quarter AOA request to the AAs and places it in WasteLAN
- 27 Regions input AOA to IFMS

JULY 2005 QUARTER 3 (FY 05)

- 5 The AAs and OC approve the 4th quarter AOA
- 8 HQ pulls planning information from WasteLAN:
 - 1) for fourth quarter AOA; and
 - 2) to support FY 06 and FY 07 budget request
 - 3) to prepare for FY06 Workplanning

JULY 2005 (cont'd)

- 8 Enforcement provides:
1) Special program reports; and
2) 3rd quarter performance evaluations
- Early HQ offices submit proposed FY 07 budgets
- 11-15 HQ program offices and lead Regions make presentations to Administrative/Deputy Administrator on FY 07 program priorities [FY 07 Budget Forum]
- Mid HQ/Regions begin work planning sessions on the final FY 06 GPRA annual performance goals and program targets/measures and budget
- 18-22 Regional conference call on HQ analyses
- Late Administrator passback of FY 07 budget request

AUGUST 2005

- 3 Draft GPRA commitments due to OCFO
- 5 HQ pulls WasteLAN data to assist in preparation of the FY 07 budget
- Mid HQ develops FY 07 budget for submission to the Office of Management and Budget (OMB)
- Late HQ develops strategy for presenting the FY 07 budget to OMB

SEPTEMBER 2005

- 1 Final GPRA commitments due to OCFO
- Early HQ submits FY 07 budget to OMB
- 8 HQ pulls data from WasteLAN for first quarter FY 06 AOA
- Mid HQ performs final FY 06 Full Time Equivalent (FTE) distribution
- 19 HQ submits FY 06 first quarter AOA request to the AAs and places it in WasteLAN
- 26¹ Regions input AOA to IFMS

¹ Dependent on approval of final appropriations.